

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 23A0AR

28 AUGUST 2003

Manpower Standard

MAINTENANCE SQUADRON COMMANDER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Maintenance Squadron Commander function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Maintenance Squadron Commander. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y=1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFMS - Air Force Manpower Standard

AGE - Aerospace Ground Equipment

ANG - Air National Guard

ANG/XPME - Air National Guard Management Engineering Branch

ANGMS - Air National Guard Manpower Standard

IMT - Information Management Tool

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

POD - Process Oriented Description

TDY - Temporary Duty

UMD - Unit Manpower Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
MAINTENANCE SQUADRON COMMANDER**

Table A2.1. Listing of Functional Processes.

1.	MANAGEMENT:
1.1.	DIRECTS MAINTENANCE SQUADRON. Establishes policy, directs and controls Maintenance Squadron, and performs self-assessment of squadron's activity.
1.2.	DEVELOPS DIRECTIVE. Develops policy, procedure, plan, and operating instruction.
1.3.	PROVIDES GUIDANCE. Assists subordinate work center supervisors to ensure mission accomplishment and provides advice on administrative and technical matters.
1.4.	REVIEWS REPORT. Reviews information contained in reports for impact on group that may require further action, or as required by Air Force/Air National Guard directive.
1.5.	RECEIVES AND ASSISTS VISITING OFFICIAL. Receives visitor, inspector or other official; assists visitor to accomplish purpose of visit; and escorts visitor in restricted/controlled areas.
1.6.	INDOCTRINATES PERSONNEL. Conducts initial interview, determines/makes original job assignment, and familiarizes newly assigned personnel with the work center.
1.7.	RATES PERFORMANCE:
1.7.1.	PREPARES PERFORMANCE REPORT.
1.7.2.	INDORSES PERFORMANCE REPORT.
1.7.3.	NOMINATES PERSONNEL FOR AWARD.
1.8.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security.
1.9.	SUPERVISES PERSONNEL:
1.9.1.	SCHEDULES PERSONNEL. Schedules subordinate personnel to meet mission requirement. Approves leave request.

1.9.2.	PROVIDES PERSONNEL MANAGEMENT ADVICE. Provides advice on recommended personnel assignment and assists in personnel selection.
1.9.3.	COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggest areas for improvement. Takes necessary corrective action required to maintain discipline.
2.	MEETING:
2.1.	PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference.
2.2.	CONDUCTS OR ATTENDS MEETING:
2.2.2.	ATTENDS LOGISTICS GROUP COMMANDER'S STAFF MEETING.
2.2.3.	CONDUCTS COMMANDER'S CALL.
3.	PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides advice on subject relating to aircraft maintenance, procedures development, equipment requirement, maintenance priority, or other management problem.
4.	UNIT MOBILITY. Assists in the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.
5.	CONDUCTS INVESTIGATION OF ACCIDENT OR INCIDENT. Investigates ground, explosive, or aircraft incident. Assists or prepares investigation report.
6.	MANAGES RISK MANAGEMENT. Assesses and mitigates the dangers associated with the execution of the mission.
7.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel in the performance of official job-oriented duty.
8.	UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling tasks associated with preparation for UTA.
10.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Maintenance Squadron Commander	Aircraft Maintenance	021AX	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.